



HAMPDEN PUBLIC SAFETY
Police – Fire – EMS – Code Enforcement
106 Western Avenue
Hampden, Maine 04444
Phone 207-862-4500
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Permit Submission Requirements

EFFECTIVE 1/19/15

Accessory Buildings/Structures

- Building Permit Application, signed by the Applicant and/or Owner
 - If not signed by land/building owner, a letter MUST accompany permit application stating the applicant has permission to obtain a permit on the owner's behalf.
- Three (3) copies of the building plans (see Plan Requirements below)
- Plot Plan
- Plumbing Application (HHE-221), *if applicable*
- Subsurface Wastewater Disposal System Application (HHE-200), *if applicable*
- Sewer Hook-on Application, *if applicable*
- Electrical Inspection Form, *if applicable*
- Chimney or Fireplace Construction/Installation Disclosure, *if applicable*
- Owner Signed Inspection Acknowledgement Form
- Truss Design, Stamped by Maine Professional Engineer, *submitted at Framing Inspection, if applicable*
- Insulation Certification Form, Blown or Sprayed Insulation, *submitted after Building Permit Approval but prior to issuance of COO*

Accessory Structure Plan Requirements

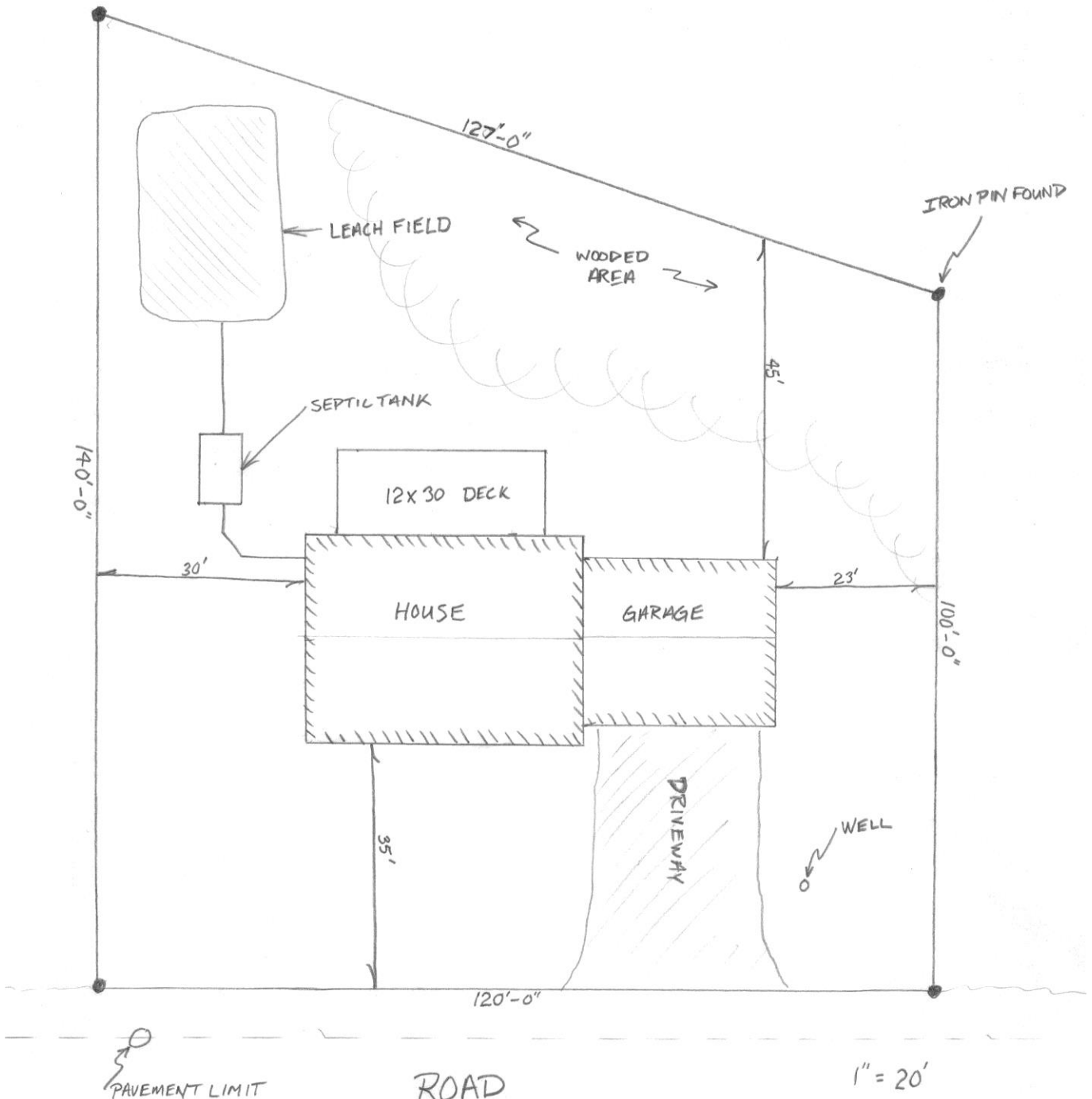
- Minimum page size 11" X 17", minimum scale of 1/8 inch = 1 square foot; all dimensions must be shown
- Name, address and occupation of the building designer. If the plans are prepared by a Maine-registered design professional, at least one set of plans must bear the original signature, seal, and date. This set will be retained by the Town.
- List of material specifications including, but not limited to, grade and species of lumber and concrete and steel strength
- List of design load criteria: live load, dead load, snow load, wind speed, soil bearing capacity, and lateral earth pressure
- Foundation plan, *if applicable*
- Building height must be provided by listing the information on the plans
- Lot coverage must be provided by listing the information on the plans
- Footing details (Frost Depth is 5 feet) , *if applicable*
- Floor plans of all levels with all rooms labeled
- Locations of smoke and carbon monoxide alarms, *if applicable*
- Structural framing plans for each level and roof accurately detailing all members, sizes, span lengths, and spacing
- Structural details of connections
- Load calculations for all adjustable columns, *if applicable*
- Typical wall section with sheathing thickness and type, *if applicable*
- Insulation R-values and U-factors, *if applicable*
- Wall bracing including location of all braced wall lines and braced wall panels, method(s), and any other special requirements. Proprietary products require an evaluation report from an approved listing agency. Designed shear walls require the submission of design calculations sign and sealed by a Maine-registered design professional, *if applicable*
- Building cross sections with all posts, joists and beams labeled, *if applicable*
- Elevations (front, sides and rear) indicating window and door dimensions. Exterior grade (both preconstruction and post construction) must be accurately shown, *if applicable*
- Whirlpool/Jacuzzi/over-sized tub manufacturer's information showing structural loading requirements, *if applicable*

- Location of safety glazing, *if applicable*
- Manufacturer's design specifications for pre-fabricated fireplaces, *if applicable*
- All plans must adhere to, *as applicable to the project*:
 - Architectural Drawings
 - Name and address of project
 - Name, address and occupation of the author of the construction documents.
 - Scaled and dimensioned floor plans with all room names labeled; doors and windows shown; and special features clearly noted.
 - Exterior elevations, showing all openings.
 - All door and window sizes noted either on elevations, plans or door and window schedules referenced to plans. Indicate sleeping room and basement egress.
 - Complete sections and details for foundations, floors, walls and roofs, with components of assemblies completely noted, properly cross-referenced, with floor-to-floor heights dimensioned.
 - Indicate compliance with braced wall requirements, indicating the specific methods used and details of the method(s) in the construction documents. (See below for additional information)
 - Indicate compliance with Energy Code. Show insulation values plus mechanical drawings as required below.
 - Indicate stair dimensions, tread and riser dimensions, handrail and guardrail information.
 - For additions and renovations, make clear the distinction between existing construction, alterations to existing, and new work.
 - For two-family residences, duplexes and townhouses, indicate rated walls, provide a copy of the testing agency design detail(s) on the drawings, and show compliance with other required dwelling unit separation provisions.
 - For townhouses, sprinkler system plan.
 - Wall-bracing plan review
 - The IRC wall-bracing method must be noted on the submitted plans, with areas of braced walls shown on elevations and interior braced wall length shown on floor plans. The areas of braced wall must be

clearly and obviously shown and noted, by darker shading or some other standard black and white graphic method. Connections, details and nailing schedule must be shown on plans. Details showing continuous load path and uplift resistance must be shown (i.e. wall sheathing lapped over rim joists or metal strap connections of walls to floor system, etc).

- Construction drawings must include design details of portal frame, standard manufactured shear panels or other pre-engineered approved methods, if used.
 - Structural calculations bearing the dated signature and seal of a design professional registered in the State of Maine are acceptable as an alternative to prescriptive design.
- Structural Information
- Note uniform design loads and any special loading.
 - Scaled and dimensioned foundation plans. Show ventilation and access openings as required.
 - Scaled and dimensioned floor and roof framing plans. Indicate all beam sizes, headers, ledgers, posts and columns. Note species and grade of lumber, or manufactured structural members performance grade.
 - Sections and details properly referenced to plans.
 - Reinforcing steel, if used, for slabs, retaining walls, grade beams, foundations and foundation walls.
 - For additions and renovations, detail the existing structure and footings that provide bearing for new work.
 - Structural calculations, signed and sealed by a structural design professional, licensed in the State of Maine, for those structural elements that exceed the tabular values set forth in the code, and for retaining walls with a difference in grade of greater than two feet.
 - General notes and construction notes.

SAMPLE Plot Plan



THIS SKETCH IS FOR REPRESENTATIONAL PURPOSES ONLY. Refer to Town of Hampden Zoning Ordinance for setback requirements, etc. Surveys or mortgage sketches may also be used.

We highly recommend the use of a Professional Land Surveyor for siting the location of your Principal Use Structure